

CAPITOL SECURITY TECHNICIAN ASSISTANT SUPERVISOR

JOB DESCRIPTION

BASIC FUNCTIONS:

The Capitol Security Technician (CST) Assistant Supervisor will support the CST Supervisor in the daily scheduling of CST shifts, ensure adherence to the CST Standard Operating Procedure (SOP) Handbook, assist in the training of the CSTs, and perform other related duties as assigned. The Assistant Supervisor will also assist the CST Supervisor in issuing keys and identification cards to legislators and staff.

DUTIES:

The Capitol Security Technician Assistant Supervisor will

- Support the CST Supervisor in the day to day operations of the CST program
- Ensure the CSTs are made aware of any potential threats to the safety and security of the Capitol Building, Legislative Office Building (LOB), Capitol Staff, and visitors
- Maintain clear lines of communication between the CSTs and management
- Stay proficient and up to date with any new technologies that will enhance the security of the Capitol Building and the LOB
- Assist the CST Supervisor in scheduling and developing training scenarios
- Maintain the C-Cure Security System and the Smith X-Ray machines
- Responsible for the procurement of and accountability of all keys and identification cards issued to legislatures and staff

MINIMUM POSITION QUALIFICATIONS:

- At least 5 years of Capitol Security Technician (CST) experience
- A thorough knowledge of the CST Standard Operating Procedures (SOP) Handbook
- Graduation from high school or completion of an acceptable General Education Development (GED) Test
- Possess a valid California Driver License or Identification Card
- Be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Must pass a written exam and submit a resume
- Strong computer skills

DESIRABLE POSITION QUALIFICATIONS:

- Well versed in the legislative process
- High level of integrity
- Previous supervisory experience
- Leads by example
- Excellent communication skills
- Familiar with the Human Resources Policy Manual for Senate Employees; including the Senate's Zero Tolerance Policies against Harassment, Discrimination, Retaliation and Workplace Violence
- Customer service oriented
- Demonstrated reliability and flexibility
- Extremely organized and an exceptional manager of time

PAY RANGE:

\$3,220 - \$4,750 per month

FILING DATE:

Applications must be received by Friday, November 7, 2014

Submit Resume and Cover Letter to:

Debbie Manning, Chief Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814